

Institution Supplement

Office of
Responsibility: Correctional Services
Number: PEM-5267.06B
Date: October 20, 2003
Subject: Visiting Regulations

1. **PURPOSE:** To encourage social visiting so an inmate can develop and maintain healthy family and community relationships. Visits are an important factor in maintaining the morale of an inmate and motivating him toward positive goals. This supplement provides local procedures for implementation of specific visiting procedures and regulations at the Federal Correctional Complex - Medium, Petersburg, Virginia.

2. **DIRECTIVES AFFECTED:**

- A. **Directives Rescinded:**

I.S. PEM-5267.06, Visiting Regulations, dated August 9, 2001.

- B. **Directives Referenced:**

P.S. 5267.06	Visiting Regulations, June 10, 1999
P.S. 5510.09	Searching and Detaining, or Arresting Persons Other Than Inmates, September 14, 1998
P.S. 1315.07	Legal Activities, Inmate, September 03, 1999

3. **PROCEDURES:**

- A. **Visiting Schedule:** Social visiting hours at FCC Petersburg - Medium are from 5:00 p.m. to 9:00 p.m. on Monday, Thursday and Friday. Visiting on Sunday, Saturday and Federal holidays will be from 8:00 a.m. to 3:00 p.m. Inmates in holdover status will be allowed visits on Thursday and Friday only.

Visitors will not be processed into the FCC after 2:00 p.m. on weekends and holidays and 8:00 p.m. on visiting scheduled during weekdays.

Odd/Even weekend visitations will be implemented on a monthly rotating cycle based on the last number of the first five digits of the inmate identification number.

The weekend visiting days will reverse each month. All Federal holidays will be open to odd and even numbers for visits.

- B. Number of Visitors:** Inmates will be allowed a maximum of six (6) visitors (including children over 2 years of age) to visit at one time. Children under 2 years of age, who are small enough to be held or able to sit on a persons lap will not be counted against the six allotted visitor rule.
- C. Visiting Restrictions:** Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the Visiting Room becomes overcrowded.

When the Visiting Room exceeds the posted safe occupancy level determined by the Safety Officer, the Visiting Room Officer, in conjunction with the Operations Lieutenant and/or the IDO, will refer to the visiting records of the inmates present in the Visiting Room and begin to terminate visits.

Consideration will be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor.

If it becomes necessary to deny or terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will contact the Operations Lieutenant and/or the Institution Duty Officer. The Operations Lieutenant and the Institution Duty Officer have the authority to deny any visit for reasons of improper conduct on the part of the inmate or his visitor (Attachment A).

Visitors will not be allowed to leave the Visiting Room until the inmate is identified by his commissary card. The inmate will then be taken to the shakedown room, where a visual search will be conducted and a walk-through metal detector utilized. The inmate's commissary card will be returned to him prior to his release to the compound.

- D. Frequency of Visits:** Staff will maintain a record of all inmate visits through the use of a point system. Each inmate is allotted ten (10) visiting points per month. One point will be assessed for each visit

during the weekdays. Two points will be assessed for each visit on the weekends and holidays, not to exceed six (6) points for weekends and holidays. Under unusual circumstances, additional visiting points may be recommended by the inmate's Unit Manager with the approval of the Associate Warden of Programs for visitors who travel long distances and visit infrequently, or to meet special needs. In such cases the Unit Manager, prior to the visit, must notify the Visiting Room Officer by memorandum of the number of additional points to be granted to the inmate.

- E. Visiting Lists:** The inmate will compile a visiting list using Immediate Family Visitation List (Attachment B). Designated inmates visiting lists may consist of an unlimited number of immediate family members and include up to ten (10) friends and associates. Inmates in Pre-Trial and Holdover status may only have immediate family members on their approved visiting lists. Inmates requesting that no visitors be added to their visiting list will sign Immediate Family Visitation List indicating "no visitors requested." This does not prevent the inmate from having approved visitors at a later date.

Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another inmate's approved list. Any exception must be approved by the Warden.

A person is not approved for visitation until the Unit Team has completed processing the forms and has entered the inmate's visitors onto the inmate's approved visiting list. The inmate must verify with his Unit Team that a potential visitor has been approved. People arriving for visitation that are not on the inmates approved visiting list will not be allowed to visit.

- (1) Immediate Family Members: The inmate is responsible for completing an Immediate Family Visitation List, which will include the inmate's immediate family members: mother, father, brothers, sisters, step-parents, wife, and children. The inmate's Counselor will review the form and will put only those visitors approved to visit on the inmates approved visiting list.

- (2) Friends and Associates: Before friends and associates are added to an inmate's approved visiting list, they must complete and return the Request for Visitation Form - BP-629 (Attachment C) to the Unit Team. After the forms have been processed, the inmate will verify with his Unit Team that a potential visitor has been approved. Only then will the visitor be allowed to visit. Friends and associates not having an established relationship prior to confinement will not be approved to visit. The final approval authority is the Unit Manager.
- (3) Ex-Inmates of this Institution or Relatives of Ex-Inmates or Other Inmates: Rarely will individuals in these categories be permitted to visit. Such visits will require prior approval of the Warden.
- (4) Number of Visitors on Visiting List: There is no limit to the number of immediate family members that can be on an inmate's approved visiting list. A maximum of ten (10) friends or associates can be placed on the inmate's approved visiting list.
- (5) An inmate who transfers from another Federal facility may continue to use his previously approved visiting list providing it conforms to FCC Petersburg's - Medium policy and appropriate documentation is present for all approved visitors.

F. Business Visitors, Consular Visitors and Visits from Representatives of Community Groups: These types of visits will be conducted in accordance with the Program Statement on Visiting Regulations.

G. Special Visits: People not on the approved visiting list will not be permitted to visit unless they have received prior approval from the respective Unit Team. Special visits of a social nature will be charged against the visiting allowance of ten (10) points per calendar month. There will be no points charged for visits from attorneys, ministers authorized to visit by the Institution Chaplain or other authorized special visitors concerned solely with release planning.

Special visits will have prior approval of the Unit Manager, and will be recorded on the computer showing approval for a special visit. In addition, memorandum

approving a special visit will be placed in the inmate's Central File.

H. Attorney Visits: Attorney visits will be conducted in accordance with the Program Statement on Legal Activities, Inmate.

- (1) Attorney visits during non-visiting hours are to be coordinated with the appropriate Unit Team Staff at least 24 hours in advance of the visit, unless emergency circumstances exist.
- (2) Legal visits for FCC Petersburg - Medium are to be scheduled during the following time periods:

Monday through Friday 8:00 a.m. - 3:30 p.m.

Note: Legal visits may also take place during normal social visiting hours.

While every attempt will be made to schedule legal visits during these time frames, special arrangements will be made if an attorney demonstrates just cause, and time, security and availability of supervision permits.

- (3) Attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present an "Admittance to the Bar" card or other documentation verifying the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted to enter the institution.
- (4) When entering or exiting the institution in an official capacity, attorneys shall be required to sign the Official Visitors Log located in the Front Lobby. Attorneys must also complete and sign a Visiting Attorney Statement - BP-S241.013, (Attachment D). A paralegal or legal assistant, acting on behalf of an attorney, will be admitted provided a completed Paralegal or Legal Assistant Confirmation Form - BPS242.013 (Attachment E) has been received and reviewed by the appropriate Unit Manager.
- (5) An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. During this time, the attorney is considered a social visitor, and the standard entrance

procedures are to be followed. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors Log, nor do they have to complete and sign a Visiting Attorney form. The attorney will be processed in as a social visitor and the inmate will be assessed points for a social visit.

I. Visits to Inmates not in Regular Population Status:

- (1) Admission and Orientation/Holdover Status: Visits during the Admission and Orientation (A&O) period or for Holdovers are limited to immediate family which can be verified in the Pre-Sentence Investigation (PSI) Report.
- (2) Hospitalized Inmates: Inmates hospitalized in the community will not receive visitors unless authorized by the Warden. This authorization must be in writing, and a copy of the authorization must be delivered to staff in the local hospital, by the Institution Duty Officer, or a member of the Unit Team.
- (3) Administrative Detention/Disciplinary Segregation Status: Inmates in this status, and their visitors, will be required to be seated near the Visiting Room Officer. The Visiting Room Officer-in-Charge (OIC) will determine seating for Administrative Detention/Disciplinary Segregation inmates and their visitors. Visiting for inmates in Administrative Detention or Disciplinary Segregation will be completed prior to 2:30 p.m. on weekends and Federal holidays and 8:00 p.m. on weekdays, and the inmate returned to the Special Housing Unit. Any inmate found guilty of a drug violation must sit near the officer's station for 12 months after the UDC/DHO Action.

J. Preparation of Visiting List:

- (1) General Population: When an inmate desires to have a non-immediate family member added to his list, he shall obtain a Visitor Information Form - BP-629 (Attachment B) from his counselor, complete the top section, and mail it out along with Visiting Regulations (Attachment F).

- (2) Approval/Disapproval of Visitors: When the Visitor Information Forms are sent directly to the Unit Counselor from the potential visitor, they will be reviewed to ensure they are completely filled out and signed by the requesting visitor.

A Request For Conviction Information Form - BP-311.52 (Attachment G), will be completed if a background investigation is necessary. After a potential visitor's form has been processed and cleared, the Unit Counselor will add the visitor to the inmate's approved visiting list.

The Unit Counselor will then notify the inmate of each approved or disapproved visitor, and give the inmate a printed copy of his visiting list and place a signed copy of the inmates's visiting list in his Central File. Once the inmate has a copy of his updated visiting list, he may then notify his approved visitors that they may visit him.

- (3) On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied.

Visits may be recommended for approval to the Associate Warden of Programs, by the Unit Team, in rare cases where there are extenuating circumstances. When Unit Staff are not available, the IDO, and/or the Operations Lieutenant will be contacted to render the final decision. When this occurs, it will be the responsibility of the IDO or Operations Lieutenant to notify the inmate of the decision.

K. Visiting Room Procedures:

- (1) Supervision of Visits: It is the responsibility of the inmate to ensure that all visits are conducted in a quiet, orderly and dignified manner. Visits that are not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant and/or IDO. Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance), or otherwise display inappropriate behavior, shall not be permitted to visit. The use of a breathalyser to

test a visitor requires the approval of the Warden, Acting Warden, or the Administrative Duty Officer.

- (2) Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate, and his visitor, that their visit has been terminated due to misconduct in the Visiting Room:
- a. Visiting room staff will notify the Operations Lieutenant or Duty Officer who will immediately verbally notify the inmate that his visiting privileges with the visitor have been temporarily suspended pending final disposition of administrative action taken against him.
 - b. The Unit Team should prepare a letter (Attachment H) for the Associate Warden of Programs' (AWP) signature, to the visitor, notifying the visitor that visiting privileges have been temporarily suspended.
 - c. The Unit Team should prepare a memorandum (Attachment I) to the inmate for the Associate Warden of Program's signature, which notifies him that his visiting privileges with the visitor have been temporarily suspended.
 - d. The Unit Team will prepare a memo (Attachment J) to the Warden, to include the date, the time the visit began, the time efforts to terminate the visit began, the time the visit was terminated, the visitor and inmate involved, and the reason the visit was terminated.
- (3) Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden of Programs to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

Under no circumstances will special visits be permitted to individuals who have been removed from the approved

visiting list without a thorough investigation and approval by the Warden.

I. Miscellaneous Visiting Room Regulations:

- (1) Inmates are required to wear institution issued clothing (pants, shirts, belt (optional), and black safety shoes and/or tennis shoes) during visitation. Khaki uniforms will be worn by inmates and the uniform shirt will be tucked into the pants. Only the top two buttons from the top of the shirt may be open. No other clothing is permitted. Institution clothing must be neat and clean in appearance.
- (2) Authorized religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant.
- (3) Visits will not be permitted for those inmates who are not properly groomed.
- (4) Inmates will not take anything to a visit except a handkerchief, wedding band, prescription eye glasses and authorized religious jewelry (i.e., a single chain medallion). All items authorized in the Visiting Room will be documented on the Visiting Room Property Sheet, (Attachment K). If an inmate has other property in his possession, he will be instructed to return to his Unit and secure the property in question. **No** items of personal property will be stored in the shakedown area.

Medication may be permitted, but only when authorized in advance by the Health Services Administrator. When authorized, a notation to this effect should be made in the Visiting Program on the specific inmate's record. The Officer conducting the shakedown should document any authorized medication.

The Medical Department should be contacted when there is a question as to whether the medication is authorized.

- (5) Inmates will remain in their seats and may not accompany their visitors to the vending machine area. Furthermore, inmates and visitors are not allowed to remove any vending items from the Visiting Room. All vending items purchased in the Visiting Room are to be consumed during the visit.
- (6) There are vending machines in the Visiting Room for use by visitors. Therefore, no food items may be brought into the institution by a visitor.
- (7) Legal material belonging to an inmate, and needed for a visit with an attorney, will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be searched for contraband prior to and after the visit.
- (8) There are no provisions for visitors to deposit money in an inmate's trust fund account during a visit.
- (9) Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste, and then, only at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated.
- (10) Inmates who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer-in-Charge.
- (11) All areas of the Visiting Room may be monitored to prevent the passage of contraband, and to ensure the security and welfare of all concerned.
- (12) Inmates should inform prospective visitors that their dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the Visiting Room.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, mini skirts or extremely short dresses, shorts, halter tops, see through garments

or sun dresses, spandex clothing or sleeveless tops, dresses shorter than 3" inches above the knees, etc.). Hats, bandanas, scarves, cellular phones and pagers are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, IDO, etc.) determine a visitor's dress is inappropriate for the institution setting. Children 12 and under will be permitted to wear shorts.

Adult visitors are to refrain from wearing clothing which resembles the inmate uniform; tan pants and shirts, etc. Visitors wearing clothing which resembles the inmate institution issued uniform will be denied entry into the Institution or Visiting Room.

- (13) Papers, packages and/or gifts are not to be brought into the institution or exchanged.
- (14) The Visiting Room has been designated as a NO SMOKING area. This includes staff, inmates and the public. **Outside visiting will not be permitted.**
- (15) Baby carriers will not be allowed in the Visiting Room.
- (16) Inmates and visitors are responsible for the conduct of their children. Children will be seated with the visitors in the immediate area of the visit. Children will not be allowed to disrupt other visits. In the event an inmate and/or his visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the IDO. Normally, a warning will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit will occur before the visit is terminated.
- (17) All inmates and visitors will be assigned a seat by the Visiting Room OIC.

PENALTY FOR VIOLATIONS: Future visiting privileges may be denied to any person who tries to circumvent visiting regulations.

M. Interview of Inmates by Federal and State Law

Enforcement Agencies: Requests for interviews with inmates by recognized law enforcement agencies must be approved by the Special Investigative Supervisor (SIS). SIS Staff from the SIS office, will escort the law enforcement officials and supervise the interview in an area other than the Visiting Room if regular visiting is in progress or for security reasons.

N. Transportation/Directions To FCC Petersburg - Medium

Facility: Attachment F provides information regarding Public Transportation to and within the Petersburg area, directions to the institution, and available accommodations in the Petersburg area.

4. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

5. ATTACHMENTS:

Attachment A - Memorandum regarding Visiting Denials
Attachment B - Immediate Family Visitation List
Attachment C - Request for Visitation Form (BP-629)
Attachment D - Visiting Attorney Statement (BP-241)
Attachment E - Paralegal or Legal Assistant Agreement (BP-242)
Attachment F - Visiting Regulations
Attachment G - Request for Conviction Information (BP-311)
Attachment H - Letter to Visitor (Suspension of Visiting Privileges)
Attachment I - Memorandum to Inmate (Suspension of Visiting Privileges)
Attachment J - Memorandum to Warden (Suspension of Visiting Privileges)
Attachment K - Visiting Room Property Sheet

Joseph M. Brooks, Warden

DISTRIBUTION: MARO
Executive Staff
Department Heads
Union President
Master File



U.S. Department of Justice
MEMORANDUM
FCC PETERSBURG – MEDIUM, VIRGINIA

DATE:

REPLY TO Institution Duty Officer
ATTN OF: FCC Petersburg - Medium, VA

SUBJECT: Visitors Denied Entrance into the Institution

TO: Joseph M. Brooks, Warden

On _____ at _____ (a.m.,p.m.) the following visitor
_____ was denied entrance into the institution.

Inmate Name and Number: _____

Reason for denial:

1. No identification
2. Not on Visiting List
3. Underage without parent/guardian
4. Improper Attire
5. Other

Comments:

cc: Warden
AW(P)
AW(O)
Unit Manager
Captain

FCC Petersburg – MEDIUM IMMEDIATE FAMILY VISITATION LIST

List only immediate family members (these members must complete and return to Staff the Request for Visitation forms or they will be removed from your visiting list): immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Wife, and Children. Any other relatives or friends submitted will not be added to your visiting list. All other requests for visits must be requested through the Request for Visitation process.

Print Your Name Below	Register Number	Unit	Date

Visitor's Full Name	Relation	Age	Married	Address	City	State	Zip Code

I have read and understand the above and submit the listed immediate family members.	I have read and understand the above and request no immediate family members on my visiting list at this time.
Inmate's signature:	Inmate's signature:

BP-S629.052 VISITOR INFORMATION CDFRM MAY 99

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Return completed form to:	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear _____:
(Requested Visitor)

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the address above.

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely, _____
(Inmate)

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No		6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	
7. Relationship to above-named inmate		8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)
(If applicant is under 18 years of age, signature of parent or guardian)
if additional space is required, you may use the back of this form.
(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

PEM-5267.06B

October 20, 2003

Attachment D

PP-S241.013 VISITING ATTORNEY STATEMENT CDFRM

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

(INSTITUTION)

I, _____,

a licensed attorney in the State of _____,

with offices at _____

visiting _____,

on _____, 19 _____,

hereby certify that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any tape-recording or other recording made by me of, or during any portion of this visit will be used only to facilitate this relationship.

(Signature)

(Date)

(This form may be replicated via WP)

This form replaces BP-241(13) dated JULY 1990

BP-S242.013 PARALEGAL OR LEGAL ASSISTANT AGREEMENT CDFRM
MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Dear _____:

We are in receipt of your request that a person whom you employ or supervise be allowed to visit and correspond, as your representative, in relation to legal matters with _____, an inmate in this institution. In order for such visiting or correspondence to be conducted, we must request that your employee or student complete and sign the enclosed questionnaire and that you execute the Attorney's Statement at the end of the questionnaire. Please return the form to use upon completion. The information supplied on the form may be used for investigative purposes in determining whether to allow this visiting and correspondence. As soon as we make a determination as to whether this person will be allowed to visit or correspond with the above-referenced inmate we will notify you. Should extraordinary circumstances exist which make it necessary for your representative to visit immediately, you may contact _____ at _____ who will be glad to discuss this matter with you.

Sincerely, _____

(This form may be replicated via WP)

This form replaces BP-242(13) dated July 1990.

VISITING REGULATIONS

_____ (Visitor's Name), has been approved to visit you during your stay at FCC Petersburg - Medium. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are driver's license or State Identification Cards, and other official identification cards.

VISITING HOURS. Regular visiting hours are from 5:00 p.m. to 9:00 p.m. on Monday, Thursday, and Friday; Saturday, Sunday, and Federal holidays are from 8:00 a.m. to 3:00 p.m. Visitors will not be processed after 8:15 p.m. on week nights and after 2:00 p.m. on Saturday, Sunday and Federal Holidays. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate.

WHO MAY VISIT. Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children under 16 years must be accompanied by an adult member of the family. Children between the ages of 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member, at least 18 years of age, must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival.

Inmates are allowed a maximum of six visitors, including children, at one time in the visiting room. Children ages 2 years and under will not be counted as one of the six allowable visitors.

A split visit is defined as a visit when an inmate has six visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will be approved.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

It is illegal for any person to possess contraband. Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or her staff representative to bring any item or thing upon the institution grounds. Failure to adhere to this policy is a federal crime.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCI, will remove all personal items containing metal, i.e. coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and key chains will be secured in lockers. Clothing items that contain metal, i.e. underwire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the Warden is strictly prohibited. No written messages may be exchanged during a visit.

All visitors are subject to random screening of an electronic drug detection device. Failure to submit to the screening will result in denial of entry to the facility.

Radios, tape players, and tape recorders are not permitted.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

PEM-5267.06B
March 28, 2002
Attachment F, Page 2

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, mini skirts, shorts, halter tops, see through/sheer garments, sun dresses, spandex clothing, sleeveless tops or dresses shorter than 3" inches above the knees, etc.). Hats, bandanas, scarves, cellular phones and pagers are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting. Children 12 and under will be permitted to wear shorts.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within the limits of good taste, and only at the at the beginning and at the end of a visit. Indecent, annoying or

excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer. All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband, and ensure the security and welfare of all concerned.

Children are expected to remain near to and be controlled by the inmate and adult visitor bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record). No gifts or clothing may be left for an inmate

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines have been provided.

MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT. This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the inmate.

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- | | |
|---|--|
| 1. Clear Plastic Purse | 6. Two Diapers |
| 2. Money (reasonable amounts based on number of visitors) to be used solely for purchasing items from the vending machines. | 7. Baby Clothes (one change of clothing) |
| 3. Comb (no long/sharp handles) | 8. Sweaters |
| 4. Baby bottles | 9. Prescribed Medications Only (To be left with OIC upon entering the Visiting Room) |
| 5. Baby Food | 10. Jewelry Normally Worn |
| | 11. Coats/Jackets will be secured in lockers |

OTHER:

All areas of the Visiting Room have been designated as non-smoking. Cigarettes will not be permitted to be brought into the visiting area. Outside visiting will not be authorized. All medication must be approved by the Operations Lieutenant on duty and the Front Lobby Officer. All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number
Federal Correctional Complex - Medium, Post Office Box 90043, Petersburg, Virginia 23804

LOCATION

The FCC Petersburg - Medium facility is located approximately 25 miles south of Richmond, Virginia. To reach the institution, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights, VA. and follow Temple Avenue (Route 144 East) approximately 3 1/2 miles. Turn left onto River Road (Route 725). Follow River Road past the FCC Petersburg (Low) entrance around the bend in the road and you will see the entrance to FCC Petersburg - Medium. Public transportation and lodging are available at reasonable rates in the immediate surrounding areas (Hopewell, Colonial Heights and Petersburg, VA).

JUL 95

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

1. TO (Addressee)		2. FROM (Institution)	
3. Inmate's Name		4. Register No.	
5. The above named inmate of this facility has requested permission to receive visits from:			
a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number	d. Motor Vehicle Operator's I.D.-Number and State of Issuance		
(5) Citizenship: _____. If other than U.S., please provide alien registration number or passport number: _____.			
f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
h. Race of Potential Visitor <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other _____		(1) Sex of Potential Visitor <input type="checkbox"/> Male <input type="checkbox"/> Female	
6. Has this person been convicted of any criminal offense? If so, please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.			
a. Signature of Case Manager		b. Institution	c. Date
d. Printed Name of Case Manager			

RESPONSE

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Federal Correctional Facility reveals: <input type="checkbox"/> No record of prior convictions. <input type="checkbox"/> The following record of convictions:			
1a. Date		1b. Offense	
1c. Sentence			
2. Printed Name/Signature		3. Title	4. Date
5. Agency			



U.S. Department of Justice

Federal Bureau of Prisons

*Federal Correctional Complex – Medium
P. O. Box 90042
Petersburg, Virginia 23804*

(DATE)

(NAME)

(ADDRESS)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name) pending final disposition of administrative action stemming from your visit on (Date).

This action will remain in effect until further notice. (Inmate's Name) has been notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden of Programs

cc: Central File



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Petersburg, Virginia 23804

DATE:

MEMORANDUM TO: (Inmate's Name & Register Number)

FROM: Associate Warden of Programs

SUBJECT: Visiting Privileges

Your visiting privileges with (Visitor's Name) have been temporarily suspended pending final disposition of administrative action stemming from your visit on (Date) with (Visitor's Name). You have already been verbally notified of this action which will remain in effect until further notice.

cc: Central File
Unit Manager, _____ Unit
Visiting Room Officer
Front Lobby Officer



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Petersburg, Virginia 23804

DATE:

MEMORANDUM TO: Joseph M. Brooks, Warden

FROM:

SUBJECT: Visiting Privileges

On (DATE), at approximately (TIME) a.m./p.m., visitor(s) (NAME) arrived at the institution to visit with Inmate (NAME) (REG NO). At approximately (TIME) a.m./p.m., I approached Inmate (NAME) and his visitor (NAME) with Lieutenant (NAME), and we informed them their visitation privileges were temporarily suspended pending final disposition of administrative action stemming from (DESCRIBE THE REASONS FOR TERMINATION).

At approximately (TIME) a.m./p.m., inmate (NAME) was escorted to the Visiting Room shakedown area by Officer (NAME) while Counselor (NAME) escorted visitor (NAME) to the front entrance of the institution.

cc: Regional Director, Mid-Atlantic Region

VISITING ROOM PROPERTY SHEET
FEDERAL CORRECTIONAL COMPLEX
Petersburg – Medium, Virginia

[illegible]

- (1) Handkerchief (White Only)
- (2) Religious Medal
- (3) Prescription Eyeglasses
- (4) Wedding Band
- (5) Black Safety Shoes/Tennis Shoes

Date: _____

Only religious medallions or headgear may be worn. Anything other than the above approved items will be returned to the housing unit by the responsible inmate before entering the Visiting Room.

Visiting Room #3 Officer

Date _____